

Job Description: Extended Provision Assistant

Responsible to:	Extended Provision Supervisor/Head of School
Job Type:	Permanent
Grade:	4
Hours per week:	• After School weekly on Tuesday 3:15pm – 6pm • Term time only
Working weeks:	38
Location	¹ Charlton Primary School

Context: To assist with the planning, day-to-day organisation and operation of the club, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos and procedures.

This post holder must ensure that all safeguarding children policies are adhered to and concerns are raised in accordance with these policies.

Key tasks:

- To assist with the provision of care and creative play opportunities in consultation with children, and in accordance with relevant childcare legislation.
- To deputise for the playleader when required.
- To assist the playleader in ensuring that children's individual needs are recognised and engaging them in establishing and maintaining boundaries for their behaviour.
- To assist with the handover/collection of children to/from other areas of the school, where applicable, and ensure their safe handover to parents/carers at the end of the day.
- To support the playleader in ensuring that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are

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implemented and risk assessments, fire drills/evacuation procedures are carried out effectively. This also applies to trips and other off-site activities.

- To prepare food and drink that promotes healthy eating and complies with current school food guidelines and food safety legislation.
- To assist with day-to-day administration and record keeping.
- To work as part of the whole school team, liaise with relevant staff, and contribute to the promotion of the club.
- To administer first aid and medication as appropriate.
- To participate in playwork and other relevant training and development activities, including local networking opportunities for out-of-school childcare providers.
- To maintain constructive relationships and communicate with parents/carers, other professionals, and childcare/play-related agencies

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- To work within agreed policies and procedures, and undertake other duties, appropriate to the grade, as may reasonably be required by the Extended Provision Supervisor or headteacher.

All Staff Duties

You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Co-operate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

Administration

- Provide support to the Extended Provision Supervisor in maintaining records, waiting lists, occupancy levels, relating to the provision, ensuring confidentiality and data protection of the children, their families and members of staff.
- As directed by the Extended Provision Supervisor, liaise with the Trust finance team and school administration team with any queries relating to purchases and invoices.
- Support the Extended Provision Supervisor in ensuring appropriate ratios are maintained at all times.
- Other administration as maybe reasonably required.

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Resources

- Operate relevant equipment/computer/IT Packages (e.g. word, excel, databases)/Photocopier to undertake routine administration,
- Keep up-to-date with current educational developments and legislative requirements of the settings provision.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference, and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

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Qualifications and Experience

Qualities	Essential/Desirable
Experience • Experience of working with children in a paid or unpaid capacity • Experience working as part of a team • Experience of managing challenging behaviour in work with children	E E D
Qualifications & Training • Level 2 qualification (or above) in childcare / early years /play work • First Aid Certificate [or evidence of commitment to achieve this within 3 months of recruitment] • Food Safety / Hygiene Qualification at Level 2 or above [or evidence of commitment to achieve this within 3 months of recruitment] • Generalist Safeguarding Training (as defined by OSCB) within the last 3 years [or evidence of commitment to achieve this within 3 months of recruitment]	D D D D
Knowledge & Skills • Good standard of basic spoken and written English • Ability to communicate clearly and effectively with children and adults • Ability to use initiative within framework of policies and procedures • A commitment to high quality inclusive childcare and play • Ability to put knowledge of the Early Years Foundation Stage and Ofsted Childcare Register requirements into practice in the club	E E E E D
Personal Attributes • A positive approach to learning and gaining new skills through teamwork and training opportunities • Ability to maintain confidentiality • Have good interpersonal skills, with ability to relate well to children and young people • Act as an excellent role model at all times	E E E E

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